



STATE OF WISCONSIN  
DEPARTMENT OF JUSTICE

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ATTORNEY GENERAL

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January 15, 2010

VIA CERTIFIED MAIL

[REDACTED]

Re: Notice of intended release of public records,  
pursuant to Wis. Stat. § 19.356(1) and (2)(a)1.


Dear [REDACTED]:

The Department of Justice (the "Department") has received a public records request, pursuant to Wis. Stat. §§ 19.31-19.39, from Todd Richmond of the Associated Press for copies of "documents related to any disciplinary actions against state Justice Department employees in 2009."

I am notifying you of this request because you are one of the Department employees who received a disciplinary letter in 2009. I have determined to release your disciplinary letter to Mr. Richmond in the form enclosed with this notice.

You are entitled to be notified of my decision to release this information, pursuant to Wis. Stat. § 19.356(2)(a)1. You also are entitled to challenge my decision to release the record by initiating a circuit court action seeking an order to restrain the Department from providing access to your disciplinary letter, pursuant to Wis. Stat. § 19.356(3)-(5).

Within five business days after receipt of this notice, you may provide written notification to me, at the address above, that you intend to seek a court order restraining the Department from providing access to the requested record. Wis. Stat. § 19.356(3). Within ten business days after receipt of this notice, you may commence an action seeking a court order restraining the Department from releasing the requested record. If you commence such an action, you must name the Department as a defendant. Wis. Stat. § 19.356(4).

  
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The Department may not provide access to your disciplinary letter for a period of twelve business days after this notice is sent. Wis. Stat. § 19.356(5). If you have not initiated an action to restrain release of these records pursuant to Wis. Stat. § 19.356(4), your disciplinary letter will be released on the thirteenth business day after the date this notice is sent or as soon thereafter as possible. If you do file a timely action seeking a court order to restrain release of your disciplinary letter, the letter will not be released until judicial proceedings have concluded.

For your information, I have enclosed a copy of Wis. Stat. § 19.356. If you have any questions regarding this matter, please contact me.

Sincerely,

Kevin Potter  
Assistant Attorney General  
Administrator, Legal Services  
Public Records Custodian

KP:ajw

Enclosures